

Search for Available Rooms in Astra Schedule

The following topics are covered in this document:

1. Check room availability in a specific building
2. Search for an available room in any or all buildings using the search wizard
3. Check room availability in selected buildings using the calendar search filter

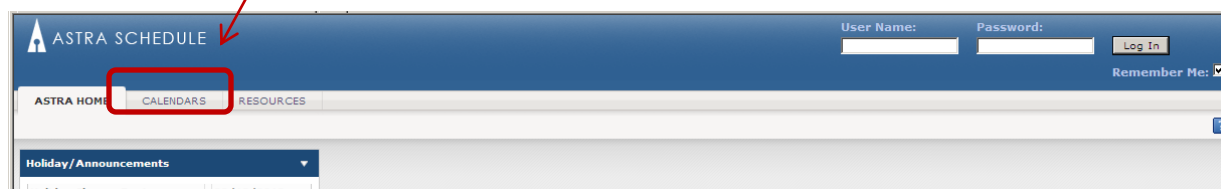
Note: Complete the Room Booking Request form at <http://umanitoba.ca/roombooking/> to submit your request for room booking.

Copy or type the URL below into your browser. Recommended browsers: current versions of Internet Explorer; Mozilla Firefox , Safari, Google Chrome

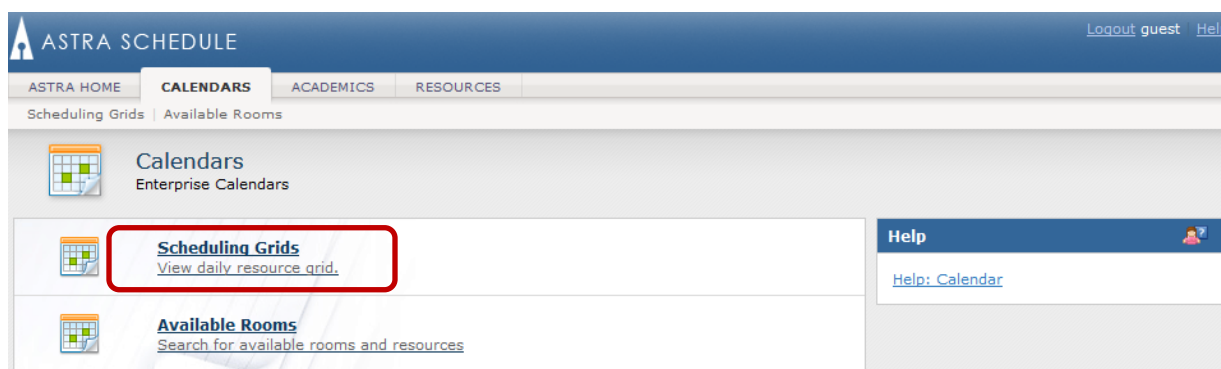
<http://astraproduct.cc.umanitoba.ca/Astprod/Portal/GuestPortal.aspx>

Check Room Availability (find an available room in a specific building)

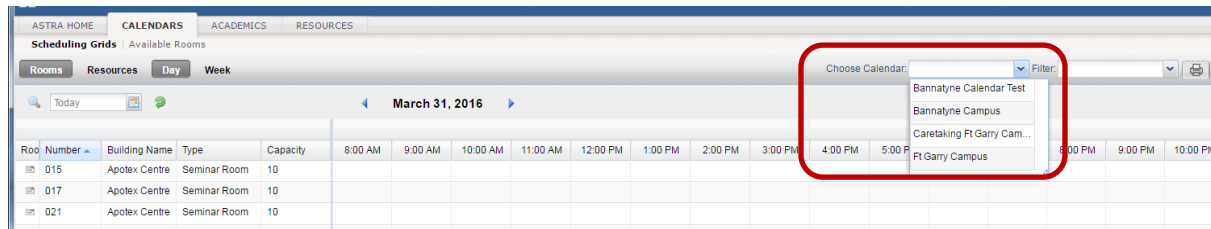
1. Click on the **Calendars** tab. *A userid and password are not required.*



2. Click on **Scheduling Grids**

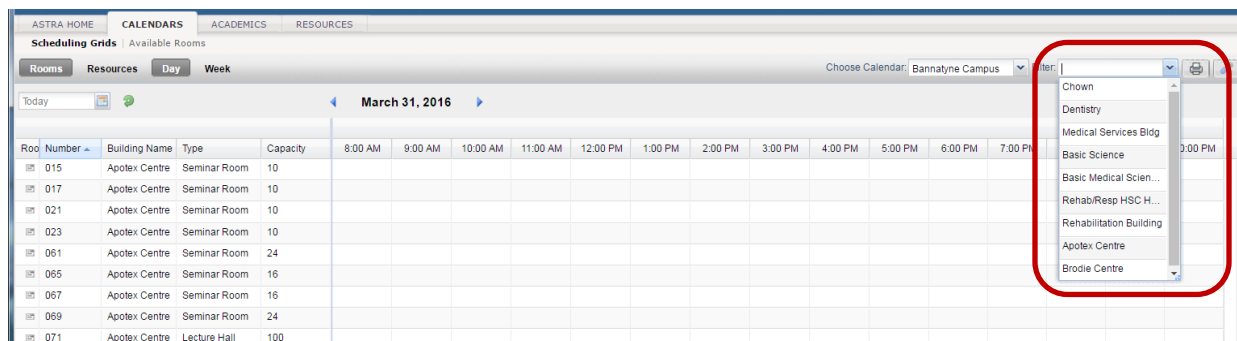


3. Select the desired calendar from **Choose Calendar** (Bannatyne Campus or Ft Garry Campus)

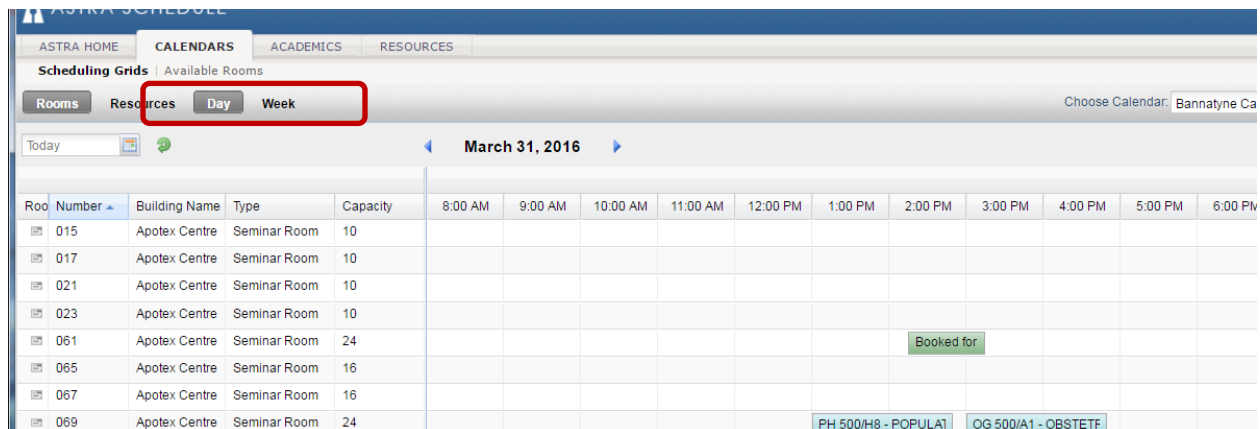


4. Select the desired building from the **Filter** dropdown list

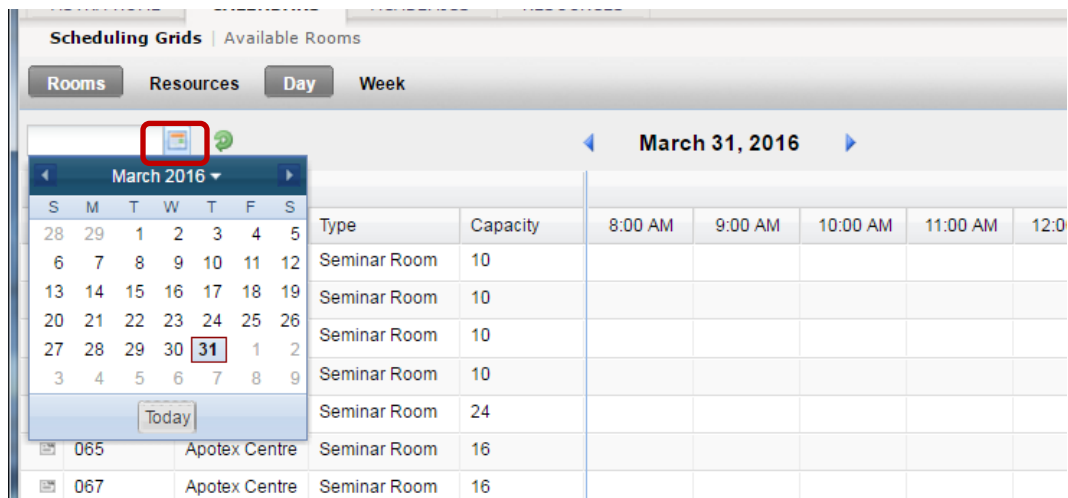
Note: Use the vertical scroll bar to find the building you wish to view. Expand the width of the field by dragging the bottom right corner.



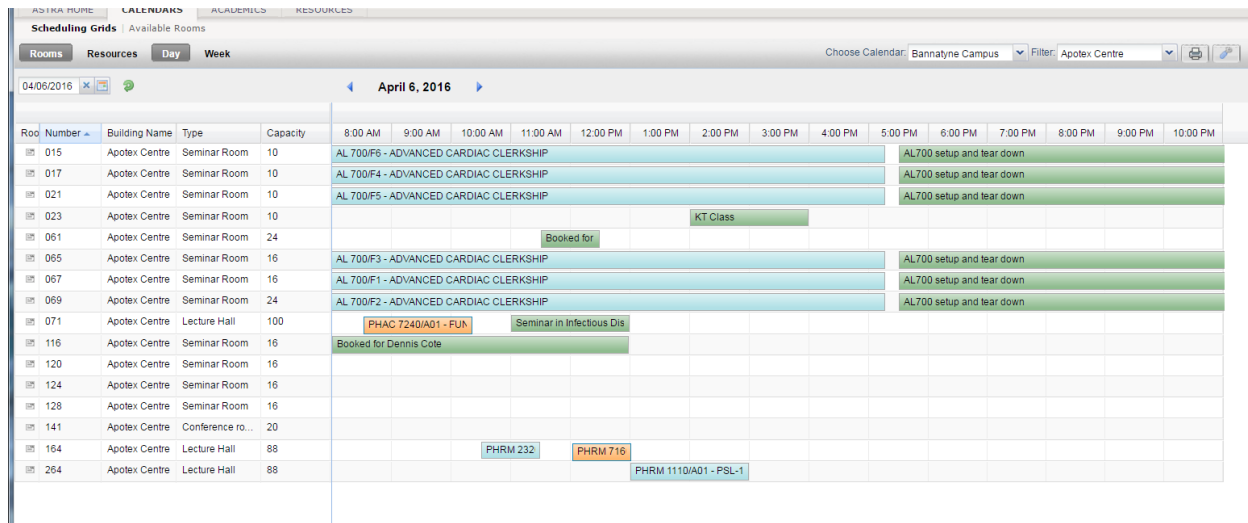
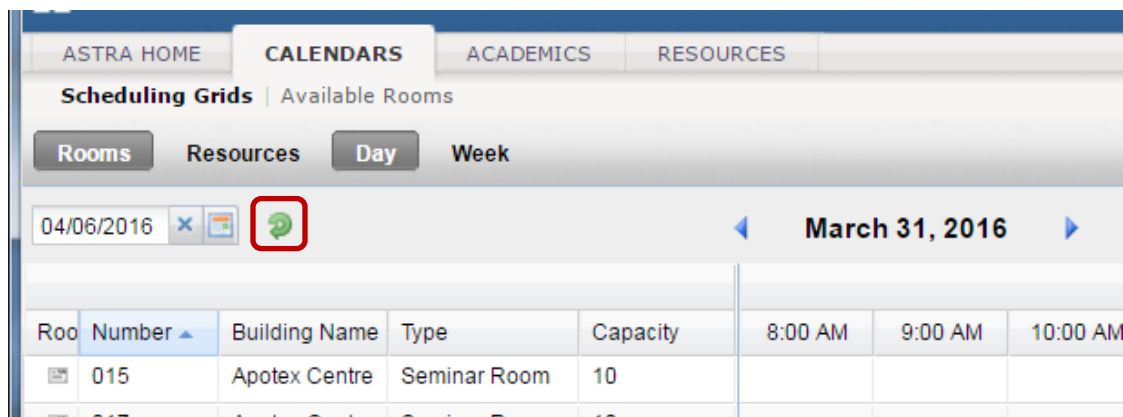
5. Select **Day** or **Week** view of the calendar- click on the appropriate tab



6. Select a **specific date** - click on the **mini calendar** next to the Day/Week tabs, and select the desired date

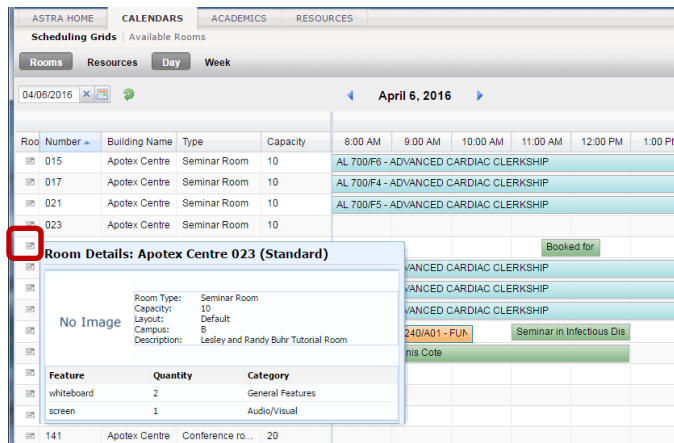


7. Click on the **Update Results** button to retrieve the calendar for the selected date.



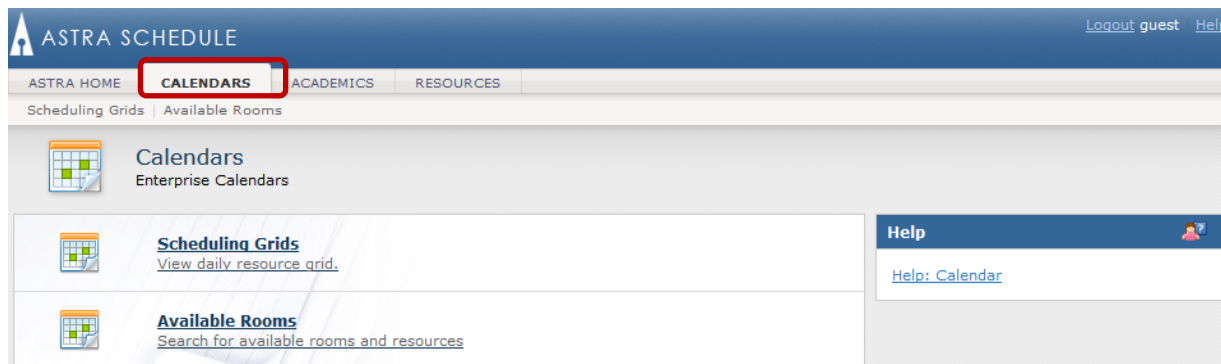
➤ White space on the calendar is available space.

8. View the **room details** - hover over the button next to the building and room number to open a window that shows an image of the room, the room type, and technology installed in the room.

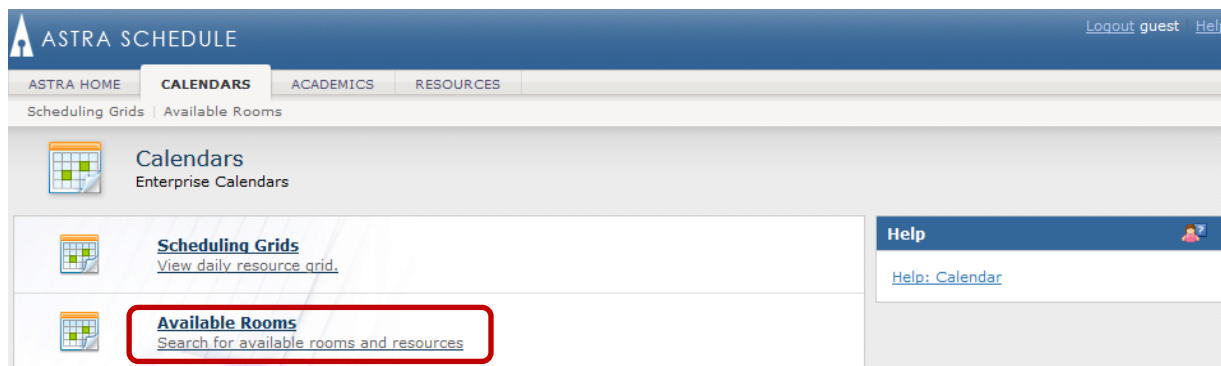


Search for An Available Room using the Search Wizard (search for an available room in any or all buildings)

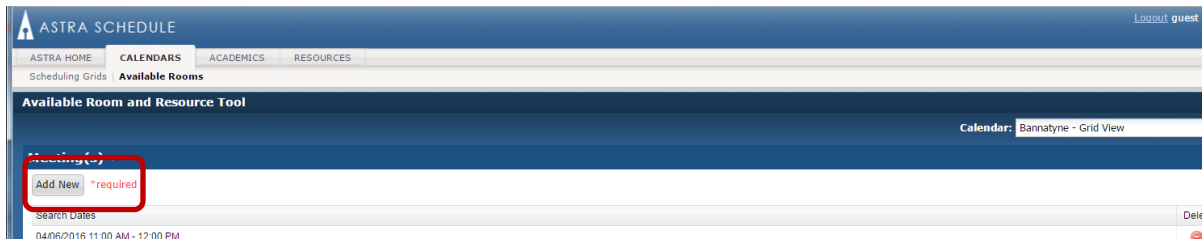
1. Click on the **Calendars** tab. *A userid and password are not required.*



2. Click on **Available Rooms**



3. Click on **Add New** to enter the date and time to search



4. Use the **Single Meeting** section to enter the start and end date and time for a single date. Use the **Recurring Meeting** section to enter the day pattern and date range for recurring dates. Click **OK**

The screenshot shows the 'Add Meeting' dialog box. It has two main sections: 'Single Meeting' and 'Recurring Meeting'. The 'Single Meeting' section is selected with a radio button. It contains fields for 'Start Time' (11:00 AM), 'End Time' (12:00 PM), 'Start Date' (3/31/2016), and 'End Date' (3/31/2016). The 'Recurring Meeting' section is also visible, with fields for 'Start' (12:00 AM) and 'End' (12:00 AM). Below these fields are two expandable sections: 'Day Pattern' and 'Date Range'. The 'Day Pattern' section has radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Daily' option is selected, and it shows 'Every 1 day(s)'. The 'Date Range' section has a 'Start Date' field (3/31/2016) and two options for 'End After': 'End After: 1 occurrences' (selected) and 'End Date: 3/31/2016'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

5. Click on the **pencil buttons** under **Locations** to enter desired search criteria (it is not necessary to select all criteria). Enter minimum and maximum capacity in the capacity field.

Note: to search for a room in all of the buildings on the Bannatyne Campus, select **Bannatyne Campus – All Rooms** from the Region Filter.

➤ Note: Equipment/Services search criteria is not used.

6. Click **Search** (it may take a few moments for the results to be displayed)

Meeting(s) ▾

Add New

Search Dates 04/06/2016 11:00 AM - 12:00 PM Delete

Search Filters ▾

Search For: Locations ▾

Locations

Field	Filter	Edit
Campus	Equals B	
And Building	Any	
And Region	Any	
And Room	Any	
And Room Type	Any	
And Feature	Any	
And Capacity	Between 20 and 40	

Equipment/Services

Field	Filter	Edit
Type	Any	
And Category	Any	
And Group	Any	
And Resource	Any	
And Keyword		

Search Results

Purpose of Search: Event ▾ Search Print

Room	Capacity	Room Type	Equipment/Services	Quantity	Category
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CrystaViewer (4).rtf CrystaViewer (3).rtf Show all downloads...

➤ Available rooms matching your search criteria will be displayed under **Search Results**

Search Dates 04/06/2016 11:00 AM - 12:00 PM Delete

Search Filters ▾

Search For: Locations ▾

Locations

Field	Filter	Edit
Campus	Equals B	
And Building	Any	
And Region	Any	
And Room	Any	
And Room Type	Any	
And Feature	Any	
And Capacity	Between 20 and 40	

Equipment/Services

Field	Filter	Edit
Type	Any	
And Category	Any	
And Group	Any	
And Resource	Any	
And Keyword		

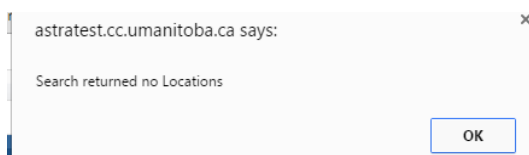
Search Results

Purpose of Search: Event ▾ Search Print

Room	Capacity	Room Type
Apotex Centre 141	20	Conference room
Chown A474	24	Seminar Room
Dentistry D112A	25	Conference room
Dentistry D17	35	Lecture Hall
Dentistry D18	35	Lecture Hall
Dentistry D218	32	Laboratory - Dentistry
Dentistry D404	30	Classroom
Dentistry DHy1clinic	40	Clinic

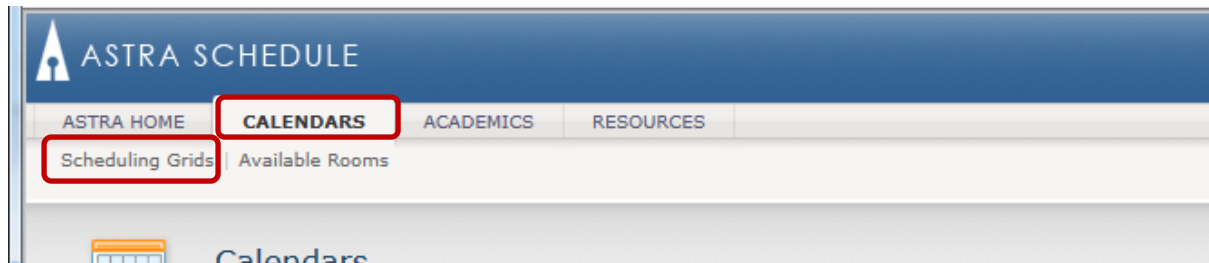
CrystaViewer (4).rtf CrystaViewer (3).rtf Show all downloads...

➤ If there are no available rooms matching the search criteria, the message 'Search Returned no Locations' will be displayed.

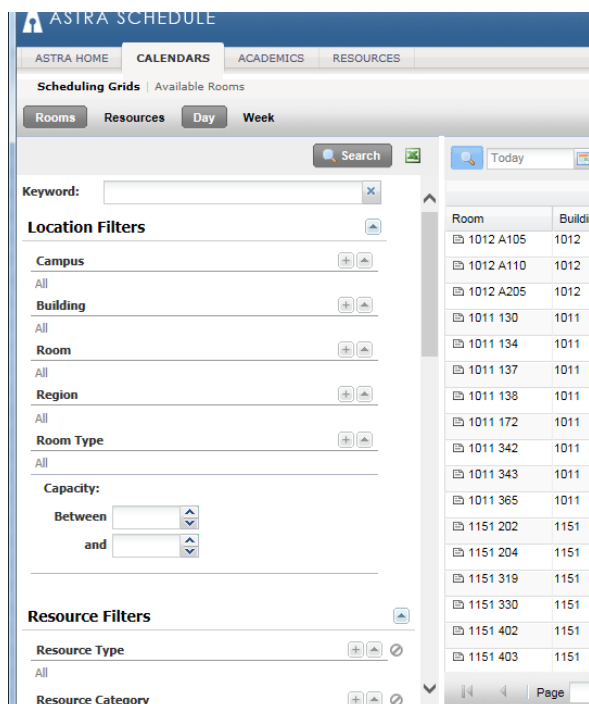
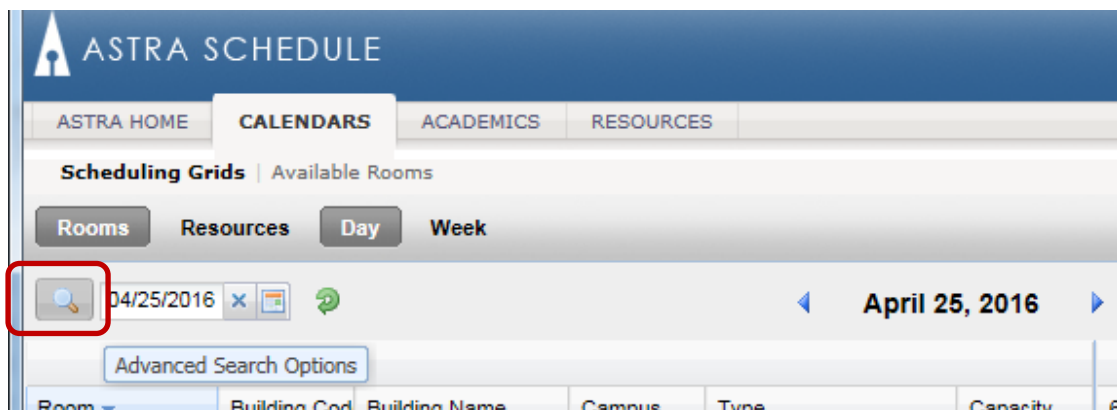


Check Room Availability using the Calendar Search Filter (search for an available room in selected buildings)

1. Click on the **Calendars** tab, then **Scheduling Grid**. *A userid and password are not required.*



2. Click on the **Advanced Search Options** button found in the top left of the screen to open the filter panel.



3. Select the desired **Campus** and **Building(s)** to search. Click on the **+** next to **Campus** and **Building**. Multiple buildings can be selected by checking the boxes next to the desired building names.

ASTRA SCHEDULE

ASTRA HOME CALENDARS ACADEMICS RESOURCES

Scheduling Grids | Available Rooms

Rooms Resources Day Week

Search 04/25/2016

Keyword:

Location Filters

Campus (1)

☒ M

Building (4)

☒ 1011 Agriculture

☒ 1015 Animal Science

☒ 1037 Ellis

☒ 1111 Fletcher Argue

Room

All

Region

All

Room	Building Cod	Building Name	Camp
3011 170	3011	Music Annex 2	M
3011 156	3011	Music Annex 2	M
3011 149	3011	Music Annex 2	M
3011 144	3011	Music Annex 2	M
3011 115	3011	Music Annex 2	M
3011 114	3011	Music Annex 2	M
3011 113	3011	Music Annex 2	M
3011 109	3011	Music Annex 2	M
3011 102	3011	Music Annex 2	M
1999 1	1999	Music Trailer 1	M
1998 1	1998	Music Trailer 2	M

4. Click the **Search** button to retrieve the calendar with the rooms in the selected building(s).

ASTRA SCHEDULE

ASTRA HOME CALENDARS ACADEMICS RESOURCES

Scheduling Grids | Available Rooms

Rooms Resources Day Week

Search 04/25/2016

Keyword:

Location Filters

Campus (1)

☒ M

Building (4)

☒ 1011 Agriculture

☒ 1015 Animal Science

☒ 1037 Ellis

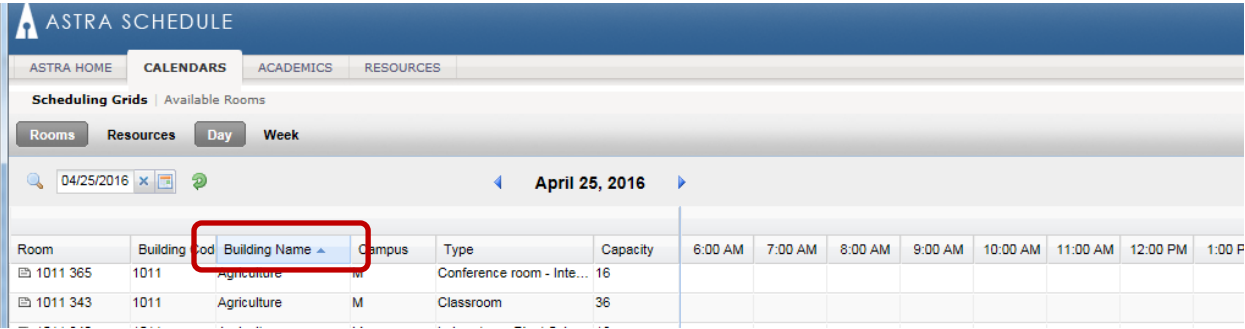
☒ 1111 Fletcher Argue

Room

All

Room	Building Cod	Building
3011 170	3011	Music Ani
3011 156	3011	Music Ani
3011 149	3011	Music Ani
3011 144	3011	Music Ani
3011 115	3011	Music Ani
3011 114	3011	Music Ani
3011 113	3011	Music Ani
3011 109	3011	Music Ani
3011 102	3011	Music Ani

Note: You can sort the list alphabetically by building name by clicking on the **Building Name** column header.



The screenshot shows the ASTRA SCHEDULE interface. At the top, there's a navigation bar with 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', and 'RESOURCES'. Below this, there's a section for 'Scheduling Grids' and 'Available Rooms'. The 'Available Rooms' section has tabs for 'Rooms', 'Resources', 'Day', and 'Week'. A date selector shows '04/25/2016' and 'April 25, 2016'. Below the date selector is a table with columns: Room, Building, Building Name, Campus, Type, Capacity, and time slots from 6:00 AM to 1:00 PM. The 'Building Name' column header is highlighted with a red box. The table contains two rows of data:

Room	Building	Building Name	Campus	Type	Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM
1011 365	1011	Agriculture	M	Conference room - Inte...	16								
1011 343	1011	Agriculture	M	Classroom	36								